



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1500.19B
ETS13

22 JUN 1998

CNET INSTRUCTION 1500.19B

Subj: REPORTING OF NAVAL NONRESIDENT TRAINING COURSE (NRTC)
COMPLETION

Ref: (a) BUPERSINST 1001.39C

- Encl:
- (1) Procedures for reporting NRTC completions by Regular and Reserve officers on active duty, and Retired officers
 - (2) Procedures for reporting NRTC completions by Naval Reserve officers not on active duty
 - (3) Procedures for reporting NRTC completions by enlisted personnel of the Regular Navy or the Naval Reserve on active duty and retired enlisted personnel
 - (4) Procedures for reporting NRTC completions by enlisted personnel of the Naval Reserve not on active duty
 - (5) Procedures for reporting NRTC completions by enrollees other than U.S. Navy military personnel
 - (6) Distribution of NRTC completion letters by administering activities

1. Purpose. This instruction provides procedures for certifying satisfactory, and unsatisfactory, completion of NRTCs by personnel of the Navy, Marine Corps, Army, Air Force, Coast Guard, Armed Forces of other nations, or Department of Defense civilians. Reference (a) contains policy guidance for awarding Reserve retirement point credit for completing a NRTC. This instruction is a major revision and should be read in its entirety.


2. Cancellation. CNETINST 1500.19A

3. Background. Many separate naval activities administer NRTCs to various groups of eligible enrollees. Enrollees may include officer and enlisted personnel of the USN, USNR, USMC, USMCR, USCG, USCGR, USA, USAR, USAF, USAFR, armed forces of other nations, civilian employees of the armed forces and others as authorized. These naval activities may issue letters of satisfactory NRTC completion to all categories of personnel listed above. The procedures for reporting NRTC completions vary because of differences in the filing and recording systems of the various organizations.

4. Content of Letter of Completion. The letter of completion will include the following information: enrollee's full name and identifying data (rank or rate, branch of service, social security number, etc.), course title and number (if any), completion dates of the course or course unit, the final grade attained, and whatever additional data the enclosure requires.

5. Below-Standard Completions. Administering activities will not issue a letter of satisfactory completion to enrollees who complete a course, or course unit, with a grade lower than the required standard proficiency of 3.2. Instead, the administering activity will inform the enrollee, by letter, that their work was below standards. Administering activities will provide this information to official sources upon written request.

6. Action. Enclosures (1) through (5) describe procedures for reporting satisfactory NRTC completions for all personnel categories that may take an NRTC. Enclosure (6) summarizes the distribution process for NRTC completion letters described in detail in the preceding five enclosures. NRTC course administering activities should follow the appropriate procedures as outlined in these six enclosures.


R. M. SCOTT
Acting

Distribution (2 cys):

SNDL B2A (Uniformed Services University of the Health Sciences),
FE1 (COMNAVSECGRU), FF44 (NAVWARCOL), FJA8 (NAVRESPERS-
CEN (Code 20)), FT78 (NETPDTC)

Copy to (2 Cys):

SNDL A3 (CNO (N01)), A5 (CHNAVPERS)
Commandant, Extension Course Institute,
Gunter Air Force Base, AL 36114
Commandant, U.S. Coast Guard, 400 7th Street SW,
Washington, DC 20591
Director, Army Correspondence Course Program, U.S. Army Support
Center, Fort Eustis, VA 23604
Director, Marine Corps Institute, Marine Barracks, Box 1775,
Washington, DC 20013

Stocked:

CHIEF OF NAVAL EDUCATION AND TRAINING
CODE 0041
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PENSACOLA FL 32508-5220

**PROCEDURES FOR REPORTING NRTC COMPLETIONS BY REGULAR AND
RESERVE OFFICERS ON ACTIVE DUTY, AND RETIRED OFFICERS**

1. When Completion Letters are Issued. Only upon completion of the entire course.
2. Number of Copies. Original and one copy.
3. Distribution
 - a. Officers of the Regular Navy. Original directly to the enrollee with instructions to notify his or her command of course completion for service record entry. One copy to the Chief of Naval Personnel (CHNAVPERS) (PERS 22).
 - b. Officer of the Naval Reserve on Active Duty
 - (1) Original directly to the enrollee with instructions to notify his or her command of course completion for service record entry. Notify the Naval Reserve Personnel Center (NAVRESPERSSEN) by computer tape of course completion for recording purposes.
 - (2) NAVRESPERSSEN will record course completion as of the date of completing the entire course (date last NRTC element of work received in the Center).
 - (3) If the Naval Reserve Officer enrolls in the NRTC course before his or her release from active duty, the NRTC completion letter will reflect a final course grade/date. If the officer completes the NRTC course while on active duty, NAVRESPERSSEN will record course completion without assigning retirement points. If the officer begins the NRTC in an active duty status, which later changes to an inactive duty status because the administering activity releases the officer from active duty before he or she completes the course, it will credit retirement points to the officer.
 - c. Retired Officers. Original directly to the enrollee.

**PROCEDURE FOR REPORTING NRTC COMPLETIONS BY
NAVAL RESERVE OFFICERS NOT ON ACTIVE DUTY**

1. Retirement Credit. Under certain conditions naval activities can grant Naval Reserve Officers, not on active duty, retirement credit for satisfactory completion of naval correspondence courses. To permit early recording of this credit, administering activities can divide longer courses into creditable units, as shown below. If the enrollee completes any unit of a course at less than the required proficiency standard, the administering activity cannot grant credit for that unit. Credit applies as of the date of satisfactory completion of the last assignment of the unit (the date the administering activity receives and records the assignment). Before 2 November 1987, an officer could earn retirement points only if the NRTC had a "For Officers Only" designation. On 2 November 1987, the Navy rethought this policy and officers can now receive retirement points for the completion of any NRTC that an appropriate agency has evaluated for credit.

a. Courses Evaluated at 12 Points or Less. The creditable unit is the entire course.

b. Courses Evaluated at More than 12 Points. The NRTC administering activity divides the course into creditable units of 12 points each, with the final unit 12 points or less. Example: It divides a 27-point course into two 12-point units and a 3-point unit.

c. Courses not Divisible into 12-Point Units. If the point evaluation of each assignment does not permit dividing the course into 12-point units, each unit will include more than 12 points but as close as possible to 12 points. Example: For a 6-installment, 102-point course evaluated at 17 points per installment, the creditable unit is the installment.

2. When Completion Letters are Issued. The NRTC administering activity will issue a completion letter at the end of each creditable unit of a nonresident training course. It will notify NAVRESPERSSEN by computer tape for recording of retirement points.

3. Number of Copies and Distribution. Original to enrollee. Copy to CHNAVPER (PERS 22). Forward the computer tape for recording of retirement points to NAVRESPERSSEN.

**PROCEDURES FOR REPORTING NRTC COMPLETIONS BY ENLISTED
PERSONNEL OF THE REGULAR NAVY, OR THE NAVAL RESERVE
ON ACTIVE DUTY, AND RETIRED ENLISTED PERSONNEL**

1. When Completion Letters are Issued. Only upon completion of the entire course.
2. Number of Copies. Original and one copy for personnel completing enlisted, officer, or officer-enlisted courses.
3. Distribution
 - a. USN and USNR Personnel. Original to enrollee with instructions to notify his or her command of course completion for service record entry. One copy to CHNAVPERS (PERS 22) for insertion in NAVPERS 1070/66.
 - b. Retired Enlisted Personnel. Original directly to the enrollee.

**PROCEDURES FOR REPORTING NRTC COMPLETIONS BY ENLISTED
PERSONNEL OF THE NAVAL RESERVE NOT ON ACTIVE DUTY**

1. Background

a. Under certain conditions naval activities can grant Naval Reserve enlisted personnel, not on active duty, retirement credit for satisfactory completion of nonresident training courses. They grant this credit as follows:

b. The NRTC administering activity divides the course(s) into creditable units, and credit applies as of the date of satisfactory completion of the last assignment of each unit (the date the administering activity records the assignment). If an enrollee completes any unit of a course at less than the required standard of proficiency, the NRTC administering activity cannot grant credit for the unit. They divide courses as shown below:

(1) Courses Evaluated at 12 Points or Less. A creditable unit is the entire course.

(2) Courses Evaluated at More than 12 Points. They divide the course into creditable units of 12 points each, with the final unit 12 points or less. Example: They divide a 27-point course into two 12-point units and a 3-point unit.

2. When Completion Letters are Issued. They will issue a completion letter upon satisfactory completion of each creditable unit of the course. They will notify NAVRESPERSCEN by computer tape for recording of retirement points.

3. Additional Data. Besides data listed in paragraph 4 of the basic instruction, unit completion letters will include the date the unit was satisfactorily completed, the unit number, and the point evaluation of the unit.

4. Number of Copies. Original and one copy.

5. Distribution. Inactive duty personnel in the Naval Reserve: original to enrollee with instructions to notify his or her command of course completion for service record entry, one copy to CHNAVPERS (PERS 22). Forward computer tape for recording of retirement points to NAVRESPERSCEN.

**PROCEDURES FOR REPORTING NRTC COMPLETIONS BY ENROLLEES
OTHER THAN U.S. NAVY MILITARY PERSONNEL**

1. Completions by Officers and Enlisted Personnel of USMC, USMCR, USA, USAR, USAF, USAFR, USCG, USCGR

a. When Completion Letters are Issued. Only upon completion of the entire course.

b. Additional Data. In addition to data listed in paragraph 4 of the basic instruction, completion letters to Reserve personnel will include the number of retirement points and, if applicable, number of credit hours that apply to the course, and the date completed. The date completed is the date the administering activity receives and records the entire course.

c. Number of Copies and Distribution

(1) USA, USAR, USAF, USAFR, USCG, and USCGR Personnel. Original to enrollee with instructions to notify his or her command of course completion for service record entry.

(2) USMC and USMCR. Original to enrollee with instructions to notify his or her command of course completion for service record entry. One copy to Commandant of the Marine Corps.

2. Completions by Civilian Employees of the Armed Forces of the United States and Others as Authorized

a. When Completion Letters are Issued. Only upon completion of the entire course.

b. Number of Copies and Distribution. Original to enrollee with instructions to notify his or her command of course completion for personnel record entry.

3. Completions by Military Personnel of the Armed Forces of other Nations

a. When Completion Letters are Issued. Only upon completion of the entire course.

b. Number of Copies and Distribution. Original to the appropriate U.S. Command/Advisor that first endorsed the correspondence application.

**DISTRIBUTION OF NRTC COMPLETION LETTERS
BY ADMINISTERING ACTIVITIES**

<u>From</u>	<u>Original</u> <u>Copy</u>	<u>Copy</u>
<u>USN, USNR (Active Duty)</u>		
Officer (USN)	Enrollee	PERS 22
Officer (USNR)	Enrollee NRPC (TAPE)	PERS 22
Enlisted (NRTC)	Enrollee	PERS 22
<u>USNR (Inactive Duty)</u>		
Officer (NRTC)	Enrollee NRPC (TAPE)	PERS 22
Enlisted	Enrollee NRPC (TAPE)	PERS 22
<u>USN, USNR (Retired)</u>		
Officer	Enrollee	
Enlisted	Enrollee	
<u>FLEET RESERVE</u>		
<u>U.S. MARINE CORPS</u>		
All Regulars and Reserves	Enrollee	CMDT, USMC
<u>U.S. ARMY</u>		
All Regulars and Reserves	Enrollee	
<u>U.S. AIR FORCE</u>		
All Regulars and Reserves	Enrollee	
<u>U.S. COAST GUARD</u>		
Officer/Enlisted - Active	Enrollee	
Officer/Enlisted - Inactive	Enrollee	
<u>ARMED FORCES CIVILIANS AND OTHERS AS AUTHORIZED</u>		
	Enrollee	
<u>FOREIGN ARMED FORCES</u>		
	Via the endorsing U.S. Military/Advisor	

